



Give Back Iowa 2016

Volunteer Hours Tracking Site Instructions

The following instructions will help participants register and log volunteer hours for the 2016 Give Back Iowa Challenge. The Challenge website uses the State of Iowa user registration system called Enterprise A&A. If you have signed up to receive School Alerts, DPS Email Notifications, State Park Reservations, or one of 200 other State of Iowa services you already have an A&A account and can use it to sign in (full A&A account information [here](#)).

Instructions for: Employees tracking their own hours

Employees who are tracking their own hours should follow the steps below to register, login, and track their hours for the Give Back Iowa Challenge.

Step 1:

Visit <https://volunteerchallenge.iowa.gov/>

Step 2:

Employees click on “Log into the site using Enterprise A&A” hyperlink in the box on the right hand side of the screen.

USER LOGIN

LOGIN WITH ENTERPRISE A & A


[Log into the site using Enterprise A & A](#) »

Step 3:

You will be directed to the entaa.iowa.gov site where you can create a new account or log in to an existing account. If you have an A&A account, use your existing login to access the site. Once you log in, you'll be prompted to update your profile and must do so before you'll be able to log volunteer hours. Once finished, continue to Step 6 below.

If you do not have an A&A account, click on the option to “Create an Account,” enter your first and last name and click the green “register” button.

Enterprise A&A Sign In **Create An Account** Forgot Password Forgot Id



Sign up now to get credentials you can use for Enterprise A&A enabled sites.

First Name:

Last Name:

[Possibly have an account already?](#)
Click here for a listing of all A&A enabled applications. If you created an account for any of these applications you don't need to create a new account.


[What is A&A?](#)
[Help](#)
[Report Issue to State Service Desk](#)



Step 4:

This will create an Account Id with your first and last name @IOWAID. Enter your work email address. This will be used to confirm and finish your registration. Click “Save Account Details.”

Create Account



Account Id:
 TIFANY.JACOB x @IOWAID

First Name:
 Tiffany


Last Name:
 Jacob


Email:

Confirm Email:

[Save Account Details](#) [Cancel](#) [Help](#)

This is generate a message from the webpage, indicating that your Account Id was created. Click “OK” to continue.

Message from webpage 



You are about to register for a new account using the Account Id located at the top of the form.
All spaces and most special characters will be stripped from your Account Id.

Click the ? image found at the top of the form for help information.

Do you want to continue with your registration?

[OK](#) [Cancel](#)

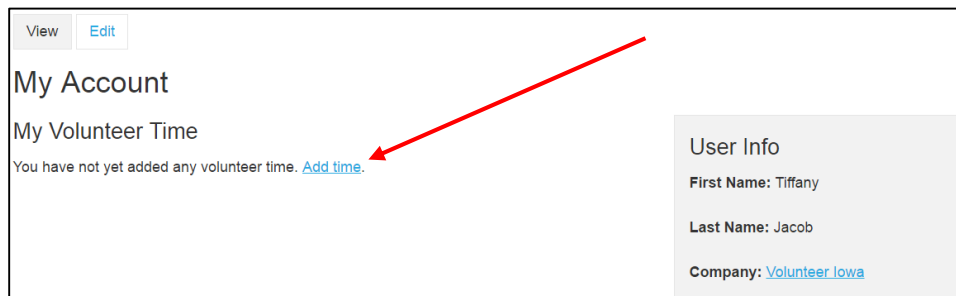
You'll receive a confirmation with instructions to complete the registration process. Check the email you used to register and follow the steps provided to activate your account.

Step 5:

Your confirmation email should include "Account Activation Process" steps and "Help Section" in case you get an error message. You'll be taken through steps to change your password and select the security questions.

Step 6:

Once you have activated your account, your home screen will show your user info to the right and provide a link for you to add your volunteer hours. Click "Add time."



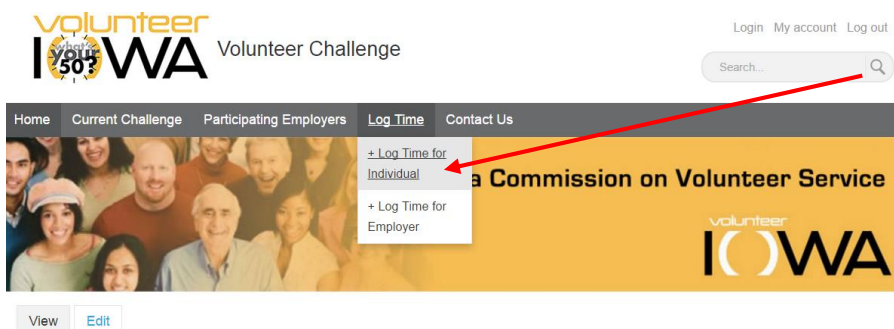
Step 7:

You'll be directed to a "Create Volunteer Time" page, where you'll be instructed to enter the following:

- Company: Select your employer from the drop down list
- Challenge: Always select "Give Back Iowa Challenge 2016"
- Type of Activity: Select most appropriate from the drop down menu
- Description: optional if you would like to provide additional detail about your volunteer time
- Time volunteered: Time should be in hours or half hours, and quarter hours (e.g. 30 or 30.5 hours)
- Date volunteered: only one date can be selected per entry

This process will set up your initial log of volunteer time.

When you log back in, you'll select "+log time for individual" from the main tab selection at the top of the page. This will immediately take you to the same "create volunteer time" form that you will submit.



My Account

Instructions for: Employer point of contact tracking bulk hours

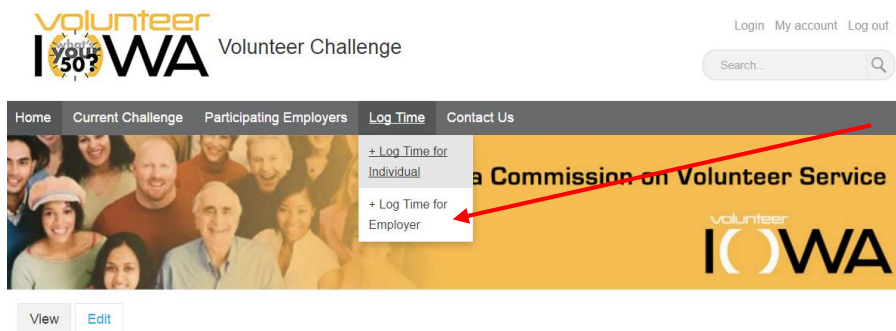
Employers who elected to have one point of contact track all employee hours should follow the instructions below to track bulk hours.

Step 1:

Follow the steps above to create your personal account on the Give Back Iowa Challenge website: <https://volunteerchallenge.iowa.gov/>. Use the contact information you provided during registration to complete your registration and profile.

Step 2:

Once you've completed your registration, you can add bulk time (total hours for all employees who have volunteered during a specific time period (e.g. one week, one month, etc.). Select "+Log time for employer" from the main tab selection at the top of the page. This will take you to the "Bulk Time Addition Request" form that you will submit.



My Account

Step 3:

Follow the instructions to add a "time entry." You'll be asked to provide the following:

- Employer name
- Challenge: always select "Give Back Iowa 2016"
- The reporting period: volunteer hours can be recording if they occurred between April 1 – May 31, 2016. The employer point of contact can choose to record bulk hours weekly, or monthly (twice during the challenge). We recommend recording weekly, to ensure the leaderboard is up to date throughout the challenge.
- Time: Record the total number of bulk hours for your employees during the reporting period indicated above. Time can be in hours and half hours (e.g. 30 or 30.5 hours)